

21 October 2017

## **Tasks before and after the drill**

### **Task list for drill preparation**

Re-staff teams and divisions

Update and colorize the map, 24x36 laminated

Update the map notes and produce 11x17 two-sided (front: map, back: notes)

Update Division/Block Emergency Packets

Fill ICS Structure with committed volunteers for all roles

Write drill plan; include ICS Tool plan

Write disaster scenarios to be posted at 12 houses

Division and Block Captains identify 12 houses for posting scenarios

Finalize 12 Situations document with addresses & prepare envelopes for posting

Update Role Cards and Organization Chart for cache and web

Update Incident Commander's Notebook in cache

Update board with new colored map and replace damaged documents

Re-grade soil near cache to prevent rain puddle

Charge batteries in nine walkie-talkies

Print 50 Emergency Situation forms for Radio Operator

Prepare, print & distribute 150 drill flyers, 50 each for Div. A, B, C

Prepare single version of flyer for web and email; email it to whole group

### **Do these in the months after the drill**

Summarize comments from discussion and emails after the drill

Update team CERT trainings

Hold team meeting at cache to familiarize teams with equipment

Consider solar panels, LAN, ICS Tool, Battery packs for recharging phones, etc.

Include child-care plans, given our newer, younger members

Summarize finances and raise funds if needed